

GRANT APPLICATION CHECKLIST

Applicants **MUST** provide the following in their PDM grant application in order to be eligible for consideration:

1. **Applicant Information:** Provide name, type, and state of the Applicant, state and Federal tax numbers, Federal Employer Identification Number, DUNS number. Indicate whether the Applicant has a Smartlink account, whether the application is subject to review by the Executive Order 12372 process (select “Program is not covered by E.O. 12372” in *eGrants*), and whether the Applicant is delinquent on any Federal debt;
2. **Contact Information:** Provide the name, agency, and address for the point of contact for the grant application;
3. **Sub-grant applications:** Include eligible sub-applications that the Applicant has reviewed and approved in *eGrants* (see Section 2.6.3, Applicant Review of Sub-applications). **Applicants MUST rank each sub-application** included in the grant application **in order of their priority for funding based on the Applicant’s Standard or Enhanced hazard mitigation plan. Each sub-application MUST be assigned a unique rank** (*i.e.*, only one number 1) in *eGrants*. If the Applicant is including a Technical Assistance/Management Cost sub-application, it should be ranked last. Applicants should explain the rank given to each sub-application and how it relates to their hazard mitigation plan;
4. **Schedule:** Provide the title of the grant application and the overall projected performance period for the grant, and ensure that the work schedule for each sub-application included with the grant application is appropriate (see Section 2.3.4.6, Performance Period);
5. **Budget:** Ensure that the requested Cost Estimate for each sub-application is appropriate and provide the grant budget class for each item. Provide documentation to support Applicant/Sub-applicant status as a small, impoverished community, if appropriate, for Federal cost share of up to 90 percent (see Section 2.7, Cost Share Requirements). Provide an Approved Indirect Cost Agreement, if applicable;
6. **Properties:** Ensure that all of the properties, including alternatives, in each project sub-application are included, if applicable; and,
7. **Assurance and Certifications:** Complete the Assurances - Non-Construction Programs, FEMA Form 20-16A, if applicable; Certification Regarding Lobbying; Debarment, Suspension and Other Responsible Matters; and Drug-Free Workplace Requirements, FEMA Form 20-16C; and Disclosure of Lobbying Activities, Standard Form LLL, if applicable.